

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2007 Team Nutrition Training Grants

REQUEST FOR APPLICATIONS **CFDA # 10.574**

Application Deadline: April 16, 2007

Letter of Intent is due March 12, 2007



U.S. Department of Agriculture
Food and Nutrition Service

This application package is available on-line at www.fns.usda.gov/tn/Grants/2007app.html

Table of Contents

Tips for Applications	3
I. General Information	4
II. Grant Requirements	6
▪ Focus of the 2007 TN Grants Request for Proposal	6
▪ Time Commitment and Responsibility	7
▪ Grantee Meeting	7
▪ Use of Grant Funds	7
▪ Determination of Grant Awards and Amounts	8
III. Selection Criteria	9
IV. Application Content	10
Attachments	
A. Letter of Intent	12
B. Terms and Conditions of Award	13
C. Guidance for Interpreting Cost Principles of Mini-Grants	14
D. Grant Application Cover Sheet	17
E. Application for Federal Assistance Package	18

Tips for Applications

A. Before You Begin

Read this application package carefully and make sure you follow all of the instructions.

B. Preparing Your Application

- Be thorough in your technical proposal. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so reviewers can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program, and make sure you demonstrate that proposed expenditures are necessary to carry out your project and activities. DO NOT request funds for miscellaneous purposes.

C. Submitting Your Application

- Make sure all required forms are included and signed by an authorized representative of your organization.
- Make sure that your application complies with the following page limitations:
 - ✓ The proposal summary: one-page;
 - ✓ The technical proposal: up to 20 pages;
 - ✓ The budget narrative: up to 3 pages; and
 - ✓ The appendices: up to 15 pages.
- Make sure that letters of commitment from the Project Director, key staff and their supervisors, and partners (if applicable) are included in the appendices.
- Your application must be **received** by FNS by the deadline date.

FY 2007 Team Nutrition Training Grants RFA

I. GENERAL INFORMATION

Purpose

To assist State agencies to initiate, expand, or enhance training programs in achieving the Team Nutrition (TN) goal of improving children's lifelong eating and physical activity habits using the *Dietary Guidelines for Americans* and *MyPyramid*. States are encouraged to use TN's three behavior-focused strategies:

- Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students.
- Provide **fun and interactive nutrition education** for children, as well as their teachers, parents and others caregivers.
- Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.

Critical Dates

January 30, 2007	Announce the RFA
March 12, 2007	Intent to Submit an Application is due to FNS (see Attachment A)
April 16, 2007	Applications are due to FNS
July, 2007	TN Training Grants will be awarded
September 30, 2007	TN Training Grants will be in place and funds available

Who May Apply

State agencies that administer the National School Lunch Program, School Breakfast Program and /or Child and Adult Care Food Program may apply. Targeted audiences must pertain to the programs that an agency is administering.

Novice States

Novice States are those that have not received Team Nutrition Training Grants for the past 3 fiscal years. The advantage of submitting a novice application is that the novice application will receive an additional 5 points.

Funding and Duration

Up to \$4 million is anticipated in Fiscal Year 2007 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period September 30, 2007- September 30, 2009. Funding will range from:

- A minimum of \$50,000 up to \$200,000 for an individual State (novice State included) or a coalition within a State;
- Up to \$350,000 for a coalition of 2 or more different States.

Any application exceeding these categorical funding limitations will not be considered. The submission of an application does NOT guarantee funding.

Funding for approved TN Training Grants will be provided through the Grant Award/Letter of Credit process, in the same manner as other Federal funds, upon receipt of a properly executed Federal-State TN Training Grant Agreement and subject to availability of funding. All TN Training Grant funds must be obligated and all activities under the TN Training Grant must be completed by September 30, 2009.

Application Due Date

The completed application package must **be received** by FNS at the address listed below on or before **5:00 PM Eastern Daylight Time (EDT) on April 16, 2007**.

Submission of Application

1) Submit application by hand delivery or by mail. If choosing to mail your application to FNS, it should be mailed to:

Charles Okal, Branch Chief
Food and Nutrition Services, USDA
Grants Management Division
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria, VA 22302

We advise that you meet the deadline by hand delivering the application or by mailing it sufficiently in advance of the deadline to ensure its timely receipt. If you opt to mail your application we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS. FNS will not accept faxed or e-mailed applications.

2) Submit application by www.grants.gov

www.grants.gov is a new government-wide website designed for electronic submission of applications/proposals. We advise that you allow ample time to familiarize yourself with the system's requirements. You will need both a Data Universal Number (DUNS) and a Contract Registry Number (CCR) to access the system. You can contact Dun and Bradstreet at 1-800-234-3867 to obtain a DUNS number if you do not have one already.

All applicants that opt to submit their application/proposal via www.grants.gov must send an email to Charles Okal at Charles.Okal@fns.usda.gov that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 p.m. Eastern Daylight Time on the application due date. Please be aware that the grants.gov system provides several confirmation notices; you need to be sure that you have confirmation that the application was **accepted**.

3) For mailed or delivered applications, one original and two copies must be submitted. The original copy must be ready for copying (i.e. single-sided, unstapled, unbound and on 8 ½ x 11 paper).

- 4) Late applications will not be considered in this competition. We will not consider additions or revisions to applications once they are received.
- 5) Submit applications for States agencies applying as a coalition in a single envelope or packet.

All questions regarding the application should be referred to Charles Okal via e-mail at Charles.Okal@fns.usda.gov.

Terms and Conditions of Award

Terms and conditions of Award for the TN Training Grant are listed in Attachment B.

II. GRANT REQUIREMENTS

Focus of the 2007 TN Grants Request for Applications

Applications must address one or more of the following:

- 1) Develop and implement a statewide plan to train school foodservice and/or childcare foodservice staff on how to prepare meals that comply with the 2005 *Dietary Guidelines for Americans* and *MyPyramid*. State agencies must clearly demonstrate how their plan will assist school food service and/or childcare foodservice staff in encouraging schools/childcare facilities to offer, and children to consume, more fruits and vegetables, whole-grain products, fat-free or low-fat milk or equivalent milk products, and lean meat and meat alternatives. The plan must also address how the State will train staff to prepare foods with less than 10 percent of calories from saturated fatty acids and less than 300 mg/day of cholesterol, and keep trans fatty acid consumption as low as possible.

Although the proposed regulations for the revised school meal patterns and nutrition standards have not been published at the time of this RFA, all CN programs are aware of the recommendations of the 2005 *Dietary Guidelines for Americans*. Schools and childcare facilities should focus their TN activities on preparing their sites for implementation of the new dietary guidelines.

- 2) Develop and implement a statewide strategy that empowers students to make healthy choices and be physically active. State agencies must submit a proposal that effectively demonstrates how the State will provide instruction that includes the *MyPyramid* and *MyPyramid for Kids* materials; the Team Nutrition messages to students/children through a variety of fun and interactive nutrition education lessons and activities; and utilizes and provides opportunities for students/children to practice healthy eating and be physically activity.

The TN messages are:

- Eat a variety of foods;
- Eat more fruits, vegetables and whole grains;
- Eat lower fat foods more often;
- Get your calcium-rich foods; and
- Be physically active.

- 3) Develop and implement a statewide strategy to encourage parents, teachers/caregivers, school foodservice staff to and others to serve as role models for students/children in practicing healthy eating and being physically active, both at school/child care facility and at home.

State agencies must submit a proposal that effectively demonstrates how the State will reach out to parents, teachers/caregivers, school/childcare foodservice staff, and others to capitalize on the role-model potential they have on children. Activities can include a marking campaign towards parents, teachers/caregivers, school/childcare foodservice staff, and others; and developing and distributing strategies to schools and childcare to enhance behavioral characteristics that will support healthy eating and physical activity.

State agencies are encouraged to promote use of USDA-developed TN materials and collaborate and partner with existing State and local organizations, businesses and local community at large to promote healthy eating and physical activity.

Time Commitment and Responsibilities

A minimum 50% time commitment (more than one staff position can be combined to reach 50%) is required for the designated Project Director(s).

The State agency is responsible to oversee and coordinate grant activities; provide fiscal oversight; and exercise effective internal control of funds provided to a sub-contractor and/or school food authority or school as a mini-grant recipient, including the appropriate use of the “Use of TNT Grant Funds-Guidance for Interpreting Cost Principle for Sub grants” listed in Attachment C.

Grantee Meeting

All applicants must include in their budget the costs for two key project staff to attend one grantee meeting (a 2-day meeting in Alexandria, VA) in May 2008 -- this is a tentative date. The purpose of the Grantee meeting is to allow grantee States to share their plans/projects approved under the TN Training Grants; share their past successes; discuss barriers encountered; and seek solutions from peer grantee States. Technical assistance on grant administrative requirements and cost principles also will be provided during the meeting.

Use of Grant Funds

All costs must be considered as allowable, allocable, necessary and reasonable in accordance with OMB Circular A-87; and A-21, and A-122 where appropriate.

Allowable use of funds includes:

a. Implementation of one or more of TN’s three behavior-oriented strategies through one or more of the six TN communication channels

- Deliver/promote State conducted training for foodservice personnel, TN school leaders, teachers, and/or school decision-makers
- Provide train-the-trainer workshops
- Establish an instructors' network for State-wide training

- Conduct grant impact assessment (shall not exceed 10% of the TN Training Grant)

b. Local TN Training Grants

- All mini-grants must follow the “Guidance for Interpreting Cost Principles of Mini-Grants” (see Attachment C).

c. Education and Training, including expenses for:

- Tuition for trainees
- Cost for trainers
- Travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates)

d. Personnel Costs

- Percentage of salary and benefits for the project director and key staff (must be equal to their time spent on the grant)
- Contracted employees salaries (must be equal to their time spent on the grant)
- Pay for substitute teachers and/or foodservice staff to attend training

d. Materials/Resource and Other Supplies

- While USDA prefers that States use USDA-developed materials, a portion of grant funds may be used for justified development of needed materials¹ when: 1) no existing materials are available; 2) materials have potential as a national resource; or 3) materials require translation into other languages. Examples include development of an integrated nutrition education curriculum that meets the State’s learning standards for appropriate grade levels, compilation of the best practices of TN activities, and/or innovative ideas for delivering nutrition messages through multiple communication channels.
- Purchase of nutrition education materials. A list of materials should be included in the proposal.
- Printing, duplicating and disseminating existing materials. A list of materials should be included in the proposal.
- Coordination with existing resource centers and libraries, such as Food and Nutrition Information Center (FNIC), or State TN websites.

f. Technology to Deliver Training

Procurement of hardware and /or software for the purpose of conducting training on one or more of TN’s behavior-oriented strategies (shall not exceed 10% of the TN Training Grant).

Determination of Grant Awards

The grants review panel will provide recommendations for funding to the selecting official. The selecting official will consider panel recommendations and may consider additional factors, such as geographic distribution or specific FNS/USDA priorities, as well as selecting officials’ confidence in a prospective grantee's ability to satisfactorily perform grant requirements based on their past

¹ Any materials developed with TN Grant funds should be submitted in electronic format and be subject to other requirements specified in the Grant Agreement.

performance. USDA reserves the right to not fund an application based on any of the above mentioned factors.

Determination of Award Amounts

If a SA's application has been selected and approved for funding, is well-justified, and the budget submission is realistic and well-supported, the application will be funded at the level requested. USDA reserves the right to fund applications out of ranked order and at a lesser dollar amount if it is judged that the application can be implemented with fewer Federal dollars, or if Federal funding is not sufficient to fully fund all applications that merit awards.

III. SELECTION CRITERIA

The following selection criteria will be used to evaluate applications under this competition. The maximum score for all of these criteria is 100 points. Each criterion has a maximum score as indicated in parentheses. Novice applicants will receive an additional five points. The maximum score a novice application can receive is 105 points.

1. Need for Project (10 points)

Identify specific gaps and weaknesses that will be addressed by the proposed project in services, infrastructures or opportunities to provide training for foodservice staff, and/or nutrition education for children, and/or adult role modeling and student involvement.

Make a clear link between the gaps identified in the application and how the proposed activities will close these gaps.

2. Significance (20 points)

Describe how the proposed projects and activities integrate new and existing services and activities into a comprehensive approach. Describe how the proposed projects and activities can develop, expand and/or improve the ability of foodservice staff to prepare and serve reimbursable meals that meet the *2005 Dietary Guidelines for Americans*; and/or empower students to make healthy choices and being physically active; and/or motivate and encourage adult role modeling. Identify challenges and plans to address these challenges in meeting the project goals and objectives.

3. Quality of the Project Design (40 points)

Describe the proposed projects and activities with clear goals and objectives. Describe how the proposed projects represent an integrated approach for addressing as many as possible of the grant focuses stated above. Describe the appropriateness of the proposed projects/activities in meeting the needs of the targeted audiences for training and educational needs or other identified needs. Describe how students, foodservice staff, teachers and parents, as well as other collaborators and partners are actively involved in developing and implementing a coherent and sustainable plan that meet the goals and objectives of this proposal. Clearly describe a timeline on how each activity will be carried out.

4. **Quality of the Project Evaluation** (10 points)

Describe a plan that will provide performance feedback and permit periodic assessment of progress toward achieving the intended outcomes of the proposed projects and produce qualitative data to the extent possible.

5. **Quality of the Management Team** (10 points)

Describe the level of commitment and support from the State agency who submits this proposal. Clearly describe the role and responsibilities of the project director(s) and all other key staff members who will be involved in the grant projects. Define their time commitment.

6. **Budget Appropriateness** (10 points)

Demonstrate that requested budget is consistent with project objective and proposed activities. The budget narrative must provide details on how costs were derived and how funds will be spent, by whom, and for what activities. The level of funding requested should be economical and reasonable in relation to the proposed scope and effort of the proposed projects.

IV. APPLICATION CONTENT

It is strongly recommended that applicants organize the information in their application in the following order. All pages should be numbered consecutively.

1. **Cover Sheet.** This is the title page of your application. See Attachment D.
2. **Table of Contents.** Include a one-page table of contents
3. **Proposal Summary.** Provide a **one-page** summary that describes the needs to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.
4. **Technical Proposal.** The narrative section must address all criteria and all of the factors under each criterion. The narrative must be limited to **20 typed pages**, single-spaced, and printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches. The pages must be numbered. The font size must be no smaller than 12-point type using Times New Roman. It is in the best interest of the applicants to ensure that the technical proposal section is easy to read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.
5. **Budget.** Use the SF 424 and SF 424A forms (see Attachment E) to prepare a complete budget for the project. Provide amounts for all major budget categories.
6. **Budget Narrative.** Applicants should provide a detailed explanation for all funds requested on the Budget Form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative must be limited to **3 typed pages**, single-spaced, printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.

- 7. Indirect Cost.** A copy of the SA's negotiated and approved rate must be attached. Please note that the submission of an approved indirect cost rate plan is required only if indirect costs are charged to the TN Grant.
- 8. Assurance and Disclosure.** The following forms must attached (see Attachment E):
- Assurances - Non-Construction Programs, SF 424B
 - Disclosure of Lobbying Activities, SF LLL
- 9. Appendices.** This section must include only required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes of the project director and key staff (limit to 2 pages per resume); letters of commitment from project director and key staff, as well as their supervisors; and letters of agreement from partners, collaborators, and/or other State agencies, if applicable, when these partners and collaborators will contribute a significant amount of their time and resources. Do not include the budget, the technical proposal or timelines and deliverables in this section. The page limit of the appendices is **15 pages**.

Other attachments will not be reviewed nor returned to the applicant.

Attachment A - Letter of Intent

If you intend to submit an application for a Team Nutrition Training Grant, please complete the section below and return this form by **March 12, 2007**. This intent does not obligate a State agency in any way, but will provide useful information to us as we prepare for the review and selection process. The intent may be e-mailed or faxed. Thank you for your assistance. Please submit your Letter of Intent to:

Yibo Wood, PhD, Nutritionist
Child Nutrition Division
Food and Nutrition Services, USDA
3101 Park Center Drive, Room 630
Alexandria, VA 22302
Fax 703-305- 2879
Yibo.Wood@fns.usda.gov

2007 Team Nutrition Training Grant Intent to Submit an Application

Applicant (State agency name and address):

Telephone _____ e-mail _____

Contact Person _____ title _____

Check one:

- ☐ Individual State agency application
- ☐ Coalition within a State agency (list State agencies)
- ☐ Coalition of State agencies (list States included in the coalition)

Attachment B – Terms and Conditions of Award

This grant will be awarded and administered in accordance with the following regulations and the corresponding cost circular that establishes the principles for cost determination found at OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, Circular A-21, Cost Principles for Educational Institutions, and OMB Circular A-122, Cost Principles for Non-Profit Organizations.

- a. 7 CFR Part 210: “National School Lunch Program” and Part 226: “Child and Adult Care Food Program
- b. 7 CFR Part 3015: “Uniform Federal Assistance Regulations”
- c. 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)
- d. 7 CFR Part 3017: “Government-wide Debarment and Suspension (Non-Procurement)”
- e. 7 CFR Part 3018: “New Restrictions on Lobbying”
- f. 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organization”.
- g. 7 CFR Part 3021: “Government-wide Requirements for Drug-free Workplace (Financial Assistance)”
- h. 7 CFR Part 3052: “Audits of States, Local Governments, and Non-Profit Organizations”

Copies of these documents are available from the Grants Management Division, upon request.

Attachment C – Guidance for Interpreting “Cost Principles of Mini-Grants”

Use of Team Nutrition Training Grant Funds for Mini-Grants

State agencies that award Team Nutrition (TN) Training Grants in the form of mini-grants to local school districts and/or schools are expected to:

- Provide oversight to these mini-grant recipients to ensure that expenditures authorized under the mini-grants are allowable, allocable and reasonable.
- Ensure that all expenditures are consistent with all local, State, and Federal policies, regulations and procedures.
- Ensure that the expenditure does not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.
- Ensure that *schools* that receive mini-grants are enrolled as TN Schools.
- Ensure that Team Nutrition mini-grant funds support one or more of the Team Nutrition strategies and deliver Team Nutrition messages of healthy eating and be physically active. Team Nutrition strategies and nutrition messages must be part of the objectives and work plan of the mini-grant recipient.

The TN three behavior-oriented strategies include:

- Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students and meet the recommendations of the Dietary Guidelines for Americans.
 - Promote ***nutrition curriculum and education*** in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
 - Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.
- Ensure that all activities and expenses specified in the mini-grants support and promote children’s participation in the school meal programs.

Some general guidance for allowability of selected items of cost under the Cost Principles:

Food Cost

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should **not** be used to purchase a meal for anyone.

Food and Nutrition Equipment

Team Nutrition funds may **not** be used to purchase foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands on food experiences may be permissible **if** such activities are part of the integrated nutrition education lessons specified under objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total mini-grant awarded.

Medical Equipment

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

Physical Activity

Eating healthy and being physically active are desired behavior outcomes of TN. States are encouraged to coordinate with community, youth and recreational organizations and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.TM). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports' equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Promotional/Incentive Items

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition, itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a website that provides the Team Nutrition messages. Any cost

associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

Staff Development and/or Substitute Pay

If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school foodservice staff representative to attend training, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening

It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may **not** be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners program that can assist you with the gardening project.

Summary

There is limited funding to accomplish Team TN's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

Attachment D – 2007 Team Nutrition Training Grant Application Cover Sheet

**2007 Team Nutrition Training Grant
CFDA # 10.574**

State(s): _____

State Child Nutrition Director(s): _____

E-mail address: _____

Phone: _____ Fax: _____

Grant Contact Person/Project Director: _____

E-mail address: _____

Phone: _____ Fax: _____

Application must be received by FNS on or before, April 16, 2007, or delivered by hand to the FNS Park Office Center mailroom no later than 5:00 PM Eastern Daylight Time to:

***Charles Okal, Branch Chief,
Grants Management Division
Food and Nutrition Services, USDA
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria VA 22302***

Attachment F -- Application for Federal Assistance Package

Application For Federal Assistance Packet

Complete and sign the following information that is included in this section:

- Application and instructions for federal assistance (SF 424)
- Budget information and instruction (SF 424A)
- Assurances – non-construction programs (SF 424B)
- Disclosure of lobbying activities (SF LLL)

These federal forms are in an electronic version at www.fns.usda.gov/tn/Grants/2007app.html